

12 August 1954

MEMORANDUM FOR: 25X1A9a  
SUBJECT: Request from Special Study Group

1. Reference is made to the request from General Doolittle for a listing of possible existing file holdings on Agency employees.
2. From information developed in the Records Integration Division, Foreign Intelligence Staff, the following is a listing of organizational elements maintaining personality materials:
  - a. Records Integration Division, Foreign Intelligence Staff
    - (1) 201 folders
  - b. Records Integration Division, Foreign Intelligence Staff, (Office of Strategic Services)
    - (2) PE folders
    - (3) Branch personnel folders
    - (4) Field station folders including folders on staff employees, indigenous personnel and agents
    - (5) Domestic station personnel folders
    - (6) Civil Service folders
    - (7) Draft deferment folders
    - (8) Returnee folders
    - (9) Military folders
    - (10) Navy folders
    - (11) Research and analysis folders
    - (12) Medical folders
    - (13) Finance folders
    - (14) Transportation folders
    - (15) Special funds folders
  - c. Medical Office
    - (16) Medical personnel folders
  - d. Security Office
    - (17) Folders on staff employees, staff agents and covert employees as defined by Confidential Funds Regulation
    - (18) Technical personnel folders
  - e. Geographical areas and staff divisions
    - (19) Area and staff division personnel folders
  - f. Finance Division, Office of Comptroller

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- (21) Payroll folders
- (22) Special authorization folders
- g. Credit Union
  - (23) Credit Union personnel folders
- h. Office of Training
  - (24) Training folders
  - (25) Assessment folders
- i. Inspector General
  - (26) Inspector General folders
- j. Staff C, Foreign Intelligence Staff
  - (27) Agent folders
- k. Personnel Office
  - (28) Official personnel folders (on staff employees), applicant folders and credit files maintained by the Processing and Records Branch
  - (29) Personnel folders information (on individuals performing travel) maintained by the Central Processing Branch
  - (30) Official personnel folders (on agents, contract and consultants) maintained by the Special Contracting, Allowances and Processing Staff
  - (31) Insurance, claims and counseling records maintained by Employees Services Division
  - (32) Agency (Military) personnel folder and Military 201 (personnel) folder maintained by Military Personnel Division
  - (33) Placement Interview "Summary Worksheets" maintained by the Placement and Utilization Division.

3. All official Tables of Organization and on duty strengths are maintained by the Processing and Records Branch of the Office of Personnel. This information is not available to the Records Integration Division, Foreign Intelligence Staff. Requests for such information should be directed to the Assistant Director of Personnel.

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Chief, RI

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